



Arkansas Department of Health and Human Services
Division of Youth Services

Policy No. 100.6 **Pages:** 3 **Manual:** Community Based Services

SUBJECT: Development of Subgrant Awards - Authorization **EFFECTIVE DATE:** July 26, 2005

CHAPTER: 100 - OJJDP

ATTACHMENTS: _____

REFERENCE: _____

AUTHORIZED BY: _____

I. POLICY:

The Division of Youth Services (DYS) will process and administer all grant applications in accordance with federal and state law and the Arkansas Department of Health and Human Services (DHHS) and DYS policy and procedures.

II. APPLICATION:

Office of Juvenile Justice and Delinquency Prevention (OJJDP) Formula Grants.

III. DEFINITIONS:

IV. PROCEDURES:

A. Grant Authorization

1. The Juvenile Justice and Delinquency Prevention (JJDP) unit manager, within two business days of receipt, uses the grant awards letter approved by the DYS director to coordinate the completion of grant authorization documents for new action (new grant award rather than amendments).
2. Immediately upon being notified to begin the grant authorization process the grants coordinator selects authorization forms from the Contract Automation Platform (CAP) site on DHHS Gold. Grants coordinator completes Department of Humans Services (DHS) Form 9191 and includes in the section labeled "Funding Name" the type of grant (Title V, Title II, and Challenge) and the federal fiscal year from which the funds came.
3. Grants coordinator completes page one of the DHS 9600.
4. Grants coordinator completes the identifying information on the Special Conditions sheet and the Implementation Plan.
5. Grants coordinator places each completed authorization (including all necessary attachments, i.e., the budget, program description implementation plan, special conditions sheet and other attachments as determined by DYS) in the DYS grant folder on the CAP shared drive and sends an email to the JJDP unit manager for review and approval.

6. Following review and approval, the JJDP unit manager sends an email about the grant folder to the Assistant Director, Community Services for review and approval.
7. The Assistant Director for Community Services reviews, approves and sends an email to the JJDP unit manager who forwards it to the grants coordinator who shall:
 - a. make a copy of the folder,
 - b. create a grant folder,
 - c. log identifying information to include, name of vendor and grant number,
 - d. date and sign the grant processing log and,
 - e. return the folder to the JJDP unit manager.
8. JJDP unit manager sends an email to the DYS Financial Section administrator/designee for review and verification of financial codes and amounts. DYS financial section administrator:
 - a. approves financial information,
 - b. emails the Office of Administrative Services (OAS) Contract Support Section (CSS) Team Leader for DYS, the administrative assistant I for Records Management unit, the secretary II for central support unit, and the Manager of the Records Management unit with a copy to the DYS Liaison in OAS, to alert them that an authorization has been posted and ready for grant development to proceed (see CAP Basic Instructions Manual for what CSS does).
9. Upon completion of the grant development and prior to subgrant recipient signing the grant, OAS emails JJDP unit manager that the grant is in the CAP and is ready for review and signature by DYS.
10. JJDP unit manager reviews the folder for accuracy, emails the Assistant Director for Community Services and the DYS Financial Section administrator that the grant is accurate and ready for their review.
11. Following review, the Assistant Director for Community Services emails the Financial Section administrator that the grant is ready for DYS director signature.
12. The DYS Financial Section administrator/designee emails the DYS director and the Assistant Director for Support Services that the grant has been reviewed for accuracy and is ready for the director's signature.
13. DYS director signs the grant electronically and emails the DYS Financial Section administrator that it is ready for OAS.
14. The DYS Financial Section administrator emails OAS's Care Team Leader for DYS and the Administrative Compliance Officer (ACO) that the grant is ready for the subgrantees signature.
15. After required legislative review and notification from the Records Management unit, DYS Financial Section administrator approves the outlining agreement created by CSS. CSS creates the purchase order. CSS sends the approved purchase order to the DYS Financial Section administrator for approval.

16. The DYS Financial Section administrator sends an email informing CSS, the Assistant Director for Community Services and the JJDP unit manager of the purchase order approval. The DYS JJDP unit manager notifies the grant coordinator of the approval.

Note: In order for this procedure to be implemented as timely as possible all involved DYS employees will review, approve and act on documents in CAP the same day of receipt but not later than the close of business the next day.